MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Alcohol Drug Information System (ADIS)	
Policy Number: PIP 03	Standards/Statutes: ARM 37-27-130 61a MCA 53-24-208
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To provide a process for collecting data to determine if patients who completed in-patient treatment are complying with continued care CD recommendation once they are discharged from the facility.

POLICY: Patients, who complete treatment and are discharged from the facility, will be followed up as to their compliance with participation in continued care at a State Approved Program. The ADIS system only identifies those patients, who have completed aftercare in a State Approved Program,

I.   **PROCEDURE:**

II.   On the 15th and 30th of each month, the administrative staff will enter in all available discharge information into the ADIS system. State guidelines allow a ten working day grace period to complete the data entry. This grace period may extend into the following month.

III.   The administrative staff on occasion may change the discharge codes to match coding used in the ADIS system. Administrative staff will advise the Admissions Coordinator of coding changes.

IV. 3   After entering the information in the ADIS system, the blue and white ADIS forms will be given to Nursing Staff to file in the closed records. This will ensure all closed records have the appropriate ADIS forms filed.

V.   The Admission staff may provide yearly ADIS refresher training to all Counselors on how to accurately complete ADIS forms. Individualized ADIS training is available on an as needed basis for new employees.

VI. At quarterly intervals, the Information System Technician provides the Admissions Coordinator with a spreadsheet, showing patients who completed treatment and were subsequently enrolled into aftercare

with a Non-State Approved (NSA) program or private CD counselor.

VII. 6.   At quarterly intervals, the Information System Technician will generate an ADIS data collection report, which identifies all patients who completed treatment at the facility and discharged to a State Approved Program for continued care follow-up. The information gathered will reflect whether or not the patient actually participated in some form of continued care.

VIII.7.   For those patients where continued care was arranged with a NSA program or with a private CD counselor, the Admission Coordinator will contact those programs or individuals (quarterly) to determine compliance with continued care recommendations of the facility.

IX. The Admissions Coordinator will provide NSA program information to the Information System Technician, who will then in turn, provide a quarterly report to the Administrator.

X. Inputting accurate and correct information into the ADIS system is an essential component for 1 of the 4 performance measures. Entering incorrect or untrue information into ADIS will negatively impact the facility and could adversely affect its funding source.

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Revisions:_____

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2